

CITY OF NEWTON

CANDIDATE GUIDE



CREATED BY CITY OF NEWTON CITY CLERK'S OFFICE

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Introduction

This guide is designed to provide basic information about campaigning for an Elected Office in the City of Newton. Referenced in this guide are Massachusetts General Laws in addition to the City Charter and City Ordinances. Although legal references are included, more detailed information may be obtained through the City Clerk's Office at (617)796-1200 or the Secretary of the Commonwealth Election Division at 1(800)462-VOTE.

Information pertaining to campaign finance should be directed to the Office of Campaign and Political Finance at 1(800)462-OCPF.

Newton Municipal Election Calendar

DATE	DAY	TIME	DISCRIPTION	LEGAL
May 1, 2017	Monday		Nomination Papers available. Mayor, Councilor-at-Large, Ward Councilor, and School Committee Member	
July 25, 2017	Tuesday	5:00 PM	Last hour and day to file Nomination Papers and a statement of candidacy (on nomination papers) with the Election Commission	MGL Ch. 53 § 7
August 8, 2017	Tuesday		Election Commission files papers with City Clerk.	MGL Ch. 53 § 10
August 10, 2017	Thursday	5:00 PM	Last hour and day for Objections to and/or Withdrawal of Nomination Papers.	MGL Ch. 55B § 7
**August 10, 2017	Thursday	5:15 PM	Drawing for Ballot Positions for the City Preliminary Election. Drawing to be held in the City Clerk's Office.	Charter 8-3(c)
**August 23, 2017	Wednesday	8:00 PM	Last hour and day to register to vote for the September 12, 2017 City Preliminary Election.	MGL Ch. 51 § 26
**September 11, 2017	Monday	12:00 PM	Last hour and day to apply for an Absentee Ballot for the September 12, 2017 City Preliminary Election.	MGL Ch. 54 § 89
**September 12, 2017	Tuesday	7:00 AM – 8:00 PM	CITY PRELIMINARY ELECTION	
September 18, 2017	Monday	5:00 PM	Last day and hour for filing withdrawals of or objections to nominations made at the preliminary.	MGL Ch. 43 § 44F
September 18, 2017	Monday	5:15 PM	Drawing for Ballot Positions for the Municipal Election. Drawing to be held in the City Clerk's Office.	Charter 8-3(c)
October 18, 2017	Wednesday	8:00 PM	Last hour and day to register to vote for the November 7, 2017 Municipal Election.	MGL Ch. 51 § 26
November 6, 2017	Monday	12:00 PM	Last hour and day to apply for an Absentee Ballot for the November 7, 2017 Municipal Election.	MGL Ch. 54 § 89
November 7, 2017	Tuesday	7:00 AM – 8:00 PM	MUNICIPAL ELECTION	
January 22, 2018	Monday		Deadline to file year end Campaign & Political Finance Forms.	

** If required

Campaign Finance Overview

Chapter 55 of the MGL covers all aspects of campaign finance law for state and local elections. The Office of Campaign and Political Finance prepares comprehensive guides on campaign finance activities as they relate to local candidates, political action committees and ballot question committees. To obtain this information please consult their website, contact the OCPF directly at 1(800)462-OCPF or call the City Clerk's Office at (617)796-1200.

If you are thinking of running for an elected office, you should contact the City Clerk's Office or the Office of Campaign and Political Finance before undertaking any activity. The campaign finance law has a very broad definition of "candidate" and an individual may be considered a candidate under the law well before any formal announcement is made.

Organization and Disclosure

Candidates who file locally, municipal ballot question committees, local party committees and locally-based political action committees file organizational forms at the City Clerk's Office. The law does not, under most circumstances, require a candidate to have a political committee organized on his or her behalf, but most candidates have one. Form CPF M101 Should be filed with the City Clerk's Office as soon as the committee is organized. ***(Please Note - Candidates for Mayor and City Council file their M101 statement with OCPF directly)*** A copy of each of the forms are available in the appendix of this packet and are also available at the City Clerk's Office.

- For Candidate Committees use **CPF M101**
- For Ballot Question Committees use **CPF M101 BQ**
- For Political Action Committees use **CPF M101 PC**
- For a Candidate's Segregated Fund use **CPF M101 SFA**

The Organizational form contains the names and addresses of the committee officers. If there are any changes in the information those changes should be reported to the City Clerk's Office within 10 days of that change. Any change in treasurer should be submitted by completing **Form CPF M T 101** and filing it with the City Clerk's Office.

Campaign Finance Reporting

Newton candidates and political committees are required to file form **CPF M102** with the City Clerk's Office on or before each reporting date. ***(Please Note - candidates for Mayor and City Council file electronically with OCPF)***. Candidates and treasurers are responsible for the legality, validity, completeness and accuracy of each of their reports. *Please remember Records of all receipts and expenditures must be maintained by a candidate and committee for all activities, regardless of amount.*

City Council and Mayoral Candidates

All new City Council and Mayoral candidates must file a Statement of Organization (**CPF M102**) and Appointment of Depository Bank (**CPF D103**) forms directly with the OCPF prior to any receipt or expenditure of funds. A copy of the CPF 101 and CPF D 103 are available in the appendix of this packet and are also available at the City Clerk's Office.

REPORTING TO OCPF— Depository candidates must electronically file an Initial Report with OCPF within 3 days of designating a depository bank using OCPF's e-file system. When you make deposits to your depository bank, your campaign must also file contributor information on the same day, or shortly afterward, using the e-file system. At a minimum, Deposit Reports must be submitted by the 5th and 20th of the month. A year-end report which summarizes all receipts and expenditures must be filed by January 20th each year.

The filing requirements apply to all candidates, win or lose. Even those who lose in the Preliminary are required to file all reports until the committee has been dissolved. Candidates or committees not intending to spend or raise any money must complete a "Statement of a Candidate Not Raising or Expending Campaign Funds" form with OCPF.

Candidates/Committees who file late are subject to a \$25.00 per day fine. This fine will be enforced by the Office of Campaign and Political Finance.

RECORDKEEPING – Records of all receipts and expenditures must be maintained by the candidate or committee for all activities, regardless of amount. Candidate and treasurers of all political committees organized in Massachusetts are required by law to preserve detailed accounts, vouchers and receipts for six years from the date of the relevant election.

Filing Dates and Disclosure

Candidates and committees are required by statute to file periodic campaign finance reports and are also responsible for the legality, validity, completeness and accuracy of their reports. The following is a schedule for filing reports with the City Clerk's Office or OCPF. **These reports MUST be filed whether or not money has been raised or expended during the reporting period and whether or not the candidate is nominated or elected.** Reports are due to the City Clerk's Office by the close of business on the day the report is due. **The candidate is personally liable for a \$25.00 per day late fine for each day a report is late.**

Pre-Preliminary Report: Due on or before the 8th day preceding the cities preliminary election. The form is to be complete from the day following the end date of the last report filed through ten (10) days before the due date. **(Please Note** - Only those candidates on the preliminary ballot are required to file pre-preliminary reports)

Pre-Election Report: Due on or before the 8th day preceding the city general election, complete from the day following the ending date of the last report filed through ten (10) days before the due date.

Year-End Report: Due on or before January 20 in the year following, complete from the day after the end date of the last report filed through December 31. The year-end report must be filed each year, so long as a committee is in existence or a candidate maintains a campaign fund, has outstanding debts, or is an incumbent elected official. If January 20th falls on a weekend the report would be due the next business day.

Forbidden Conduct

Massachusetts Law prohibits the following activities with regard to political campaigning.

- No one may influence a person's vote by paying money, giving a gift, threatening to fire, threatening to reduce wages, promising to hire or promising higher wages.
- City employees may not use their official authority to influence the outcome of an election.
- Public funds or resources may not be used for the purpose of influencing election results
- A political candidate or committee may not pay an owner or agent of a newspaper or periodical to advocate or oppose editorially any candidate or question.

Dissolution of a Committee

Committees that have no cash balance, assets or outstanding liabilities and wish to dissolve may do so. Candidates and committees that do not dissolve **must continue to report on a regular basis**, as do incumbents with or without a committee.

In order to dissolve, all residual funds from committee or candidate accounts must be donated to one or more of the following: (1) the Commonwealth of Massachusetts General Fund; (2) the City of Newton General Fund; (3) a scholarship fund; or (4) a charitable or religious organization. Donations to scholarship funds and charities are subject to certain restrictions. Contact OCPF for more information.

To dissolve, candidates or committees file the **CPF M102** Form and check the "Dissolution" box near the top of the summary page.

Annual Campaign Contribution Limits



ANNUAL CAMPAIGN CONTRIBUTION LIMITS

OFFICE OF CAMPAIGN AND POLITICAL FINANCE
COMMONWEALTH OF MASSACHUSETTS

TO: >>>>>	Candidate / Candidate's Committee	Political Action Committee (PAC) ¹	People's Committee ²	State Party Committee	Local Party Committee	Ballot Question Committee
FROM:						
Individual ³	\$1,000	\$500	\$165	\$5,000 ⁴	\$5,000 ⁴	No limit
Lobbyist	\$200	\$200	\$165	\$200 ⁴	\$200 ⁴	No limit
Statewide Candidate's Committee ⁵	\$100 ^{6,7}	No Limit ^{8,8}	0	No Limit ⁶	No Limit ⁶	No Limit ⁶
County, legislative, municipal or other candidate / candidate's committee	\$100 ⁷	No limit ⁸	0	No limit	No limit	No limit
Political Action Committee (PAC) ¹	\$500 ⁹	\$500	0	\$5,000 ⁴	\$5,000 ⁴	No limit ¹⁰
People's Committee	\$500	\$500	0	\$5,000 ⁴	\$5,000 ⁴	No limit ¹⁰
State Party Committee	\$3,000 ¹¹	\$500	0	--	\$5,000 ⁴	No limit ¹⁰
Local Party Committee	\$1,000 ¹¹	\$500	0	\$5,000 ^{4,12}	\$5,000 ^{4,12}	No limit ¹⁰
Ballot Question Committee	0	0	0	0	0	No limit ¹³

¹ **PACs:** PACs must organize with OCPF under M.G.L. Chapter 55 before they may contribute to Massachusetts candidates or committees. Limits do not apply to Independent Expenditure PACs. (Independent Expenditure PACs may not contribute to candidates or other political committees, except for other Independent Expenditure PACs or Ballot Question Committees.) Please see OCPF's interpretive bulletin concerning Independent Expenditure PACs, [IB-10-03](#).

² **People's Committee:** After six months in existence, a PAC that has received contributions from individuals of \$165 or less per year and contributed to five or more candidates may request a change in its status to that of a people's committee. The maximum contribution from an individual to a people's committee is adjusted biennially by OCPF. The \$165 figure is in effect for 2016 and 2017.

³ **Contributions by Individuals:** Individuals under 18 years of age have an aggregate contribution limit of \$25 per year. There is no limit on how much a candidate may contribute to his or her own campaign, though the maximum amount that certain candidates may loan varies by the office sought. Contact OCPF for information concerning limits on loans from state candidates to their own campaigns.

⁴ **Contributions to Party Committees:** The maximum annual aggregate contribution that may be made by an individual, lobbyist, PAC, people's committee or party committee to all committees of any one party, including those on the state and local level, is \$5,000.

⁵ **Statewide candidates** include those running for or holding the office of governor, lieutenant governor, attorney general, treasurer/receiver general, auditor and secretary of the commonwealth.

⁶ **Candidates Certified to Receive Public Funds:** No candidate's committee that receives public financing pursuant to M.G.L. c. 55C may make a contribution to another political committee during the calendar year in which the candidate's committee receives public financing, except that a committee that receives public financing may pay a political party committee for goods or services provided by the political party committee to the candidate's committee.

⁷ **Contributions from a candidate's personal funds** to another candidate are subject to the \$1,000 individual limit, not the \$100 committee limit.

⁸ **Contributions from candidates to PACs:** A candidate is prohibited from "financing" a political action committee (Chapter 55, Section 5A). Please see OCPF's advisory opinion, [AO-11-05](#).

⁹ **Total PAC contributions:** The aggregate annual amount a state or county candidate may accept from all PACs in a calendar year is limited by M.G.L. c. 55, s. 6A. For example, a candidate for the Senate may not accept more than \$18,750 in total PAC contributions and a candidate for the House may not accept more than \$7,500. Candidates for municipal office are not subject to any such annual aggregate restriction.

¹⁰ **Contributions from a PAC, people's committee or party committee to a ballot question committee** are not subject to limitation but must be consistent with the principle for which the contributing committee was organized.

¹¹ **Party contributions to candidates:** This limit applies to monetary contributions only. There is no limit on in-kind contributions by a party committee to an individual candidate.

¹² **A local party committee** may contribute up to an aggregate of \$5,000 in a calendar year to all ward, town, city and state committees of the same political party.

¹³ **Contributions among ballot question committees:** A ballot question committee may contribute to another ballot question committee without limitation, provided such contributions are "consistent with the purpose for which [the contributing committee] was organized."

Nomination Papers

To be considered a candidate for an elected office in the City of Newton, individuals shall collect signatures from the registered voters in the City of Newton. Every year Nomination Papers are made available on May 1st through the City Clerk’s Office. Each elected position has a separate required number of signatures outlined in the City Charter but it is highly encouraged that the candidates obtain 40% more than the minimum requirement. The totals needed for each elected office are as follows:

- Mayor 400 Signatures Citywide
- Ward Councilor 50 Signatures Ward Only
- Councilor-At-Large 150 Signatures Citywide
- School Committee 150 Signatures Citywide

The name of the candidate, the candidate’s residence including street number, and the office which the candidate seeks must be written or printed on all nomination papers. If the candidate is an incumbent, nomination papers may indicate that he/she is a candidate for re-election.

Gathering Signatures

Soliciting signatures in public areas of municipal buildings is permissible if conducted in a reasonable and unobtrusive manner, candidates are forbidden from leaving nomination papers or petitions on desks and counters in municipal offices to obtain required signatures. This practice may create the false appearance that public employees are using their official authority to influence the outcome of an election, which is prohibited by statute. Public employees are prohibited from using office time and facilities to work for the success or defeat of a political candidate or ballot question.

Please keep in mind: Signatures for nomination papers or petitions may not be gathered within 150 feet from a polling place.

Objections and Withdraw

When nomination papers are filed, they are considered valid unless written objections are made to them and filed with the City Clerk within two weeks after the filing deadline date. The City Clerk transmits written objections to the Election Commission, who must render a decision within four days after the last day to file objections. A candidate may withdraw their name from nomination by filing with the City Clerk a written request signed before a notary public (other than the City Clerk) within two weekdays after the filing deadline.

Public Records

Nomination Papers

Nomination papers, objections and withdraw are public records and are open to public inspection. They will be preserved in the City Clerk's Office for one year from the filing date.

Voter Lists / Extracts

Voter lists and extracts are available by request through the City Clerk's Office. They can come in most formats including excel.



CITY OF NEWTON ELECTION COMMISSION

Telephone: (617) 796-1350

Fax: (617) 796-1214

E-Mail: elections@newtonma.gov

PUBLIC EXTRACT REQUEST

TODAY'S DATE	
APPLICANT	
APPLICANT PHONE	
E-MAIL	
ORGANIZATION	

AVAILABLE EXTRACTS:

☐ **“Resident Extract”** – This extract contains all of the residents data in a community while excluding all minors (16 years of age and under) and public safety coded residents.

☐ **“Voter Extract”** – This extract contains of all voter in the community. As this extract contains information free for public viewing, it is often requested by political parties and/or candidates.

☐ **“Absentee Voter Extract”** – This extract contains all absentee voters for a specific election, including regular absentee and specially qualified absentees. It also includes information contained in the absentee record.

OTHER: briefly describe

Signature of Applicant:	
Signature of Approval:	

Political Advertising

All printed political advertisements, whether in the form of a poster, a circular, or an advertisement in a periodical, must include information about its source. The name(s) of someone responsible for the contents must be printed on the advertisement. This can be the name(s) of:

- The chairman and treasurer of the campaign committee
- The names of two other officers of the campaign committee
- The name and residential address of one or more persons eighteen years of age or older

Also, advertisements in newspapers and periodicals have the following additional requirements:

- The word “advertisement” must precede the political advertisement and be in type not smaller than that of the body type
- A statement in substantially the following form must be submitted to the periodical:

“I hereby authorize the affixing of my name to the attached political advertisement on behalf of or in opposition to _____, candidate for _____, in the election to be held in the current year, or on behalf of or in opposition to a question being submitted to the voters in the election in the current year.”

Signature: _____

Address: _____

Date: _____

Witness: _____

This statement must be signed in the presence of a witness and the periodical that is printing the advertisement must retain the statement for at least a year for public perusal. (MGL Ch. 56 § 39, 41)

Advertising Continued

Unless the candidate is a veteran as defined by MGL Ch. 47 §7, the candidate cannot use the word “veteran” as applied to themselves in any printed matter.

No one may knowingly publish any false statement regarding a candidate or a question submitted to the voters if the statement is designed to help or hinder that candidate or question.

No one may use the name of any person as an endorser or supporter of a candidate or a question without the express consent of such person.

These provisions impose criminal sanctions and are not enforced by the Secretary of the Commonwealth, nor the Office of Campaign and Political Finance. Violations of these sanctions should be brought to the attention of the District Attorney or an individual may file a criminal complaint with the clerk magistrate in District Court to initiate prosecution.

Campaign Season/Election Signs

The City of Newton Inspectional Services Department has prepared the following informational pamphlet relative to election signs, so that all those involved in election campaigns will be aware of the laws pertaining to these types of signs. It is our experience that most violations of the city's election sign ordinance are due to the lack of proper information. Hopefully, this information sheet will provide the needed answers.

QUESTION: Are election signs allowed in residentially zoned districts?

ANSWER: Yes, election signs are authorized in residential districts, however they are strictly regulated.

QUESTION: Are there regulations pertaining to the size of election signs?

ANSWER: Yes, the face of the sign shall be *no higher* than and *no wider* than three (3) feet; and the *total area of all signs on the lot* shall not exceed 32 square feet.

QUESTION: Are there any regulations concerning where on the property election signs may be placed?

ANSWER: Yes, although election signs may be located anywhere on the lot, they may *not* be located in an area that may cause them to be a traffic hazard by blocking visibility of traffic on a public street or driveway. Furthermore, signs may not overhang a public sidewalk; however, where there is no sidewalk, no part of the sign shall be closer than eight (8) feet to the edge of the paved portion of the public way.

QUESTION: Notwithstanding campaign headquarters; are there any regulations concerning how many election signs may be placed?

ANSWER: Yes, no more than one election sign per candidate or per ballot question shall be erected on a single lot.

QUESTION: When can an election sign be erected and how long can it stay up?

ANSWER: Election signs may be erected *no earlier* than forty-five (45) days before an election and *shall be removed* within seven (7) days after an election.

QUESTION: Do election signs in residential districts require a permit?

ANSWER: No.

QUESTION: Are election signs allowed in non-residentially zoned areas in the city?

ANSWER: Yes, and the location of the signs on the lot are regulated the same as residential districts above.

QUESTION: What about signs on campaign headquarters?

ANSWER:

1. Campaign headquarters are considered an office use (Commercial).
2. Signs on campaign headquarters offices are regulated as any other signs in commercially zoned districts. They may have one principal sign, which can be up to three (3) square feet for every foot of building frontage but not exceeding one hundred square feet. In addition there may be a secondary sign which may be up to one square foot for each foot of building frontage on a parking area or on a secondary street frontage. Secondary signs shall not exceed fifty square feet. Additionally, each headquarters office may have up to 25% of the window area dedicated to political signage.

QUESTION: Do signs on campaign headquarters require a permit?

ANSWER: Yes, these signs fall under the definition of Accessory Signs, which require permits from the Inspectional Services Department.

QUESTION: What defines the location of a campaign headquarters?

ANSWER: For purposes of the sign ordinance, it is considered to be the address on file with the Election Commission. A headquarters office must be located in a commercially zoned district.

QUESTION: When can signs be displayed on a headquarters office, and how long can they remain?

ANSWER: Temporary signs may be erected as soon as the permit application is *received* by the Inspectional Services Department. The permit review process can typically take three weeks. Permanent campaign headquarters signs may not be erected until a permit is actually issued. Signs may remain for as long as the building is used for a campaign headquarters.

QUESTION: What about the placement of election signs at the polling stations?

ANSWER: The only election signs allowed on public property (i.e. schools, parks, streets, sidewalks, etc.) are placards, which are in the physical possession of a person (i.e. hand held or worn). In any event political signs may be located no closer than one hundred and fifty (150) feet from the polling places.

Should you have additional questions or concerns regarding political/campaign signs, please feel free to call the Inspectional Services Department at (617) 796-1060.

Reference : Newton Revised Zoning Ordinances, Section 30-20(h)(6)

Election Day

Campaigning on Election Day

No poster, card, handbill, placard, picture or circular intended to influence the action of the voter shall be posted, exhibited, circulated, or distributed in the polling place, in the building where the polling place is located, on the walls thereof, on the premises on which the building stands, or within 150 feet of the building entrance door to such polling place. Any candidate, member of a ballot question committee, or their workers are prohibited from remaining within 150 feet of a polling place for the purpose of greeting and/or promoting any candidacy or cause to be voted on at that election. However, they may conduct exit polling.

No posters or stickers may be posted, circulated or distributed within this distance and no person shall collect signatures on petitions or nomination papers within 150 feet of the entrance of any polling location.

Oral electioneering within 150 feet of the polling place is not forbidden by law; however, the election official at each polling place is authorized to maintain order and to enforce obedience of his/her lawful commands in and about the polling place and to keep access thereto open and unobstructed.

No one may hinder, delay or interfere with a voter on the way to a vote. Access to polling places must be open and unobstructed. (MGL Ch. 54 § 65)

Public Observation

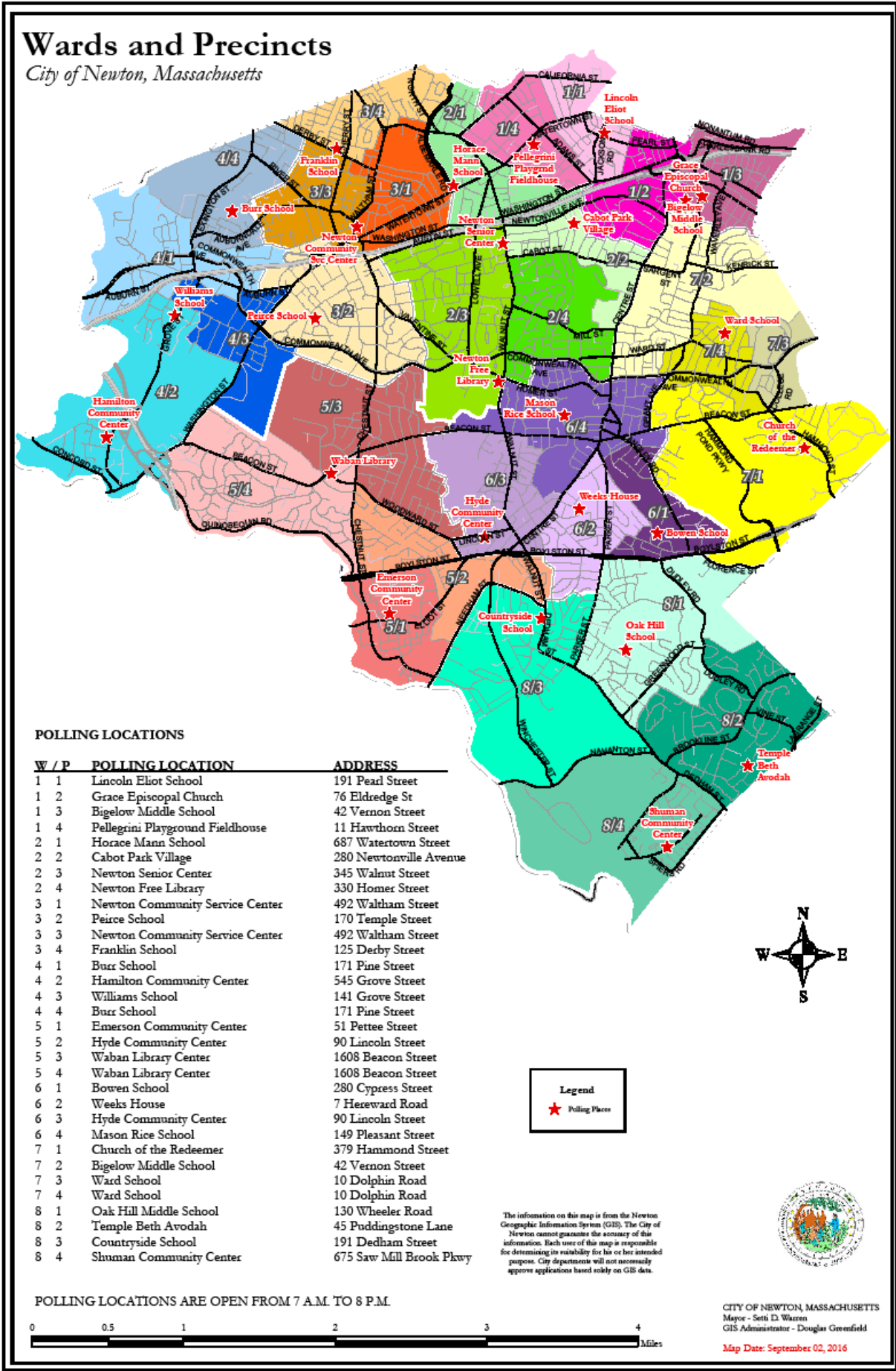
Observers must be permitted inside the polling place outside the voting area throughout the day and after the polls close, unless they are disorderly or disrupt the access of voters.

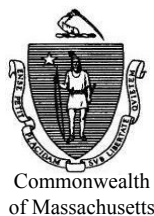
Before the polls open, the ballot box must be shown to be empty to all observers. Candidates, or their authorized representatives, may view the first sheet of the printer packs one half hour before the polls open.

Observers may have copies of the voting list with them and may mark them. Election officers must distinctly announce the name, address and party (in primary) of all voters before they vote when they “check in”

No credentials are required for observers but it would be courteous to notify the City Clerk’s Office in advance of observer’s intentions at the polling location.

At the moment the polls are closed the officer will secure the voting area until such time that the voting machines are locked and the results tapes are posted for viewing.





Form CPF M101: STATEMENT OF ORGANIZATION CANDIDATE'S COMMITTEE MUNICIPAL FORM

Office of Campaign and Political Finance

File with: City / Town Clerk or Election Commission

NOTICE IS HEREBY GIVEN in accordance with the provisions of General Laws, Chapter 55, as amended, of the organization of a candidate's committee as follows:

CANDIDATE:	Full Name: _____
	Residential Address: _____
	City / State / Zip: _____
	E-Mail Address: _____ Phone #: _____
	Party Affiliation: _____ (If applicable)
OFFICE SOUGHT/PURPOSE:	
	Title: _____
	District: _____

COMMITTEE:	Name of Committee: _____
	(The name of the committee must include the candidate's last name)
	Committee Mailing Address: _____
	City / State / Zip: _____ Phone #: _____

OFFICERS:

Chairman: _____	Treasurer*: _____
Residential Address: _____	Residential Address: _____
City / State / Zip: _____	City / State / Zip: _____
Phone #: _____	Phone #: _____ Email: _____
	<small>*A public employee may not serve as treasurer of any political committee (see reverse).</small>
Other Officer/Title: _____	Other Officer/Title: _____
Residential Address: _____	Residential Address: _____
City / State / Zip: _____	City / State / Zip: _____
Phone #: _____	Phone #: _____

(Complete and attach a Form CPF M A 101, if necessary, with other officers and finance committee, if any.)

I hereby consent to the filing of this committee. I understand that a candidate shall not give consent to the organization of more than one committee on his/her behalf. I am aware that candidates are required to keep detailed accounts and records of all campaign finance activity for a period of six years from the date of the relevant election.

SIGNED UNDER THE PENALTIES OF PERJURY:

Candidate's signature Date: _____

I hereby accept the office of Treasurer of the above-named committee. I affirm that I am not a public employee as defined by M.G.L. c. 55, s. 13. I understand that: 1) I am subject to certain duties and liabilities under M.G.L. c. 55, including the timely filing of campaign finance reports and keeping detailed accounts and records of all campaign finance activity for a period of six years from the date of the relevant election; 2) if after my acceptance of this office I become an appointed public employee, I must resign this position and notify OCPF of my resignation; and 3) a candidate may not serve as treasurer of the political committee organized on his/her behalf.

SIGNED UNDER THE PENALTIES OF PERJURY:

Treasurer's signature Date: _____

I hereby accept the office of Chairman of the above-named committee.

SIGNED UNDER THE PENALTIES OF PERJURY:

Chairman's signature Date: _____

DEFINITION OF A PUBLIC EMPLOYEE

M.G.L. Chapter 55, Section 13 states that a person who is employed for compensation by the Commonwealth or any county, city or town (other than an elected official) may not directly or indirectly solicit or receive political contributions. Such persons may not serve as treasurers of any political committee. If you are unsure of your status, please contact OCPF for further guidance.

SELECTED EXTRACTS FROM M.G.L.C. 55

Section 1 defines a candidate's committee:

"Candidate's committee", the political committee organized on behalf of a candidate The term "candidate's committee" shall also apply to the campaign fund of a candidate who has not organized a political committee for the purpose of carrying out the election campaign of such candidate or who receives contributions or makes expenditures independently of said committee.

Section 2 requires candidates to keep certain records:

Every candidate shall keep detailed accounts of all contributions received by him, or by a person acting on his behalf and of all expenditures made by him, or by a person acting on his behalf. Said accounts may be kept by an agent duly authorized thereto, but the candidate shall be responsible for said accounts, which shall be kept separate and distinct from all other accounts and shall include contributions made by the candidate The candidate shall preserve all receipted bills and accounts relative to all contributions received, expenditures made and any other campaign finance activity. ...The candidate shall preserve said receipted bills and accounts for six years from the date of the relevant election....

Section 3 requires the director to:

"assess a civil penalty for any [late filed] report ... of twenty-five dollars (\$25) per day [up to \$5,000 per report]. In the case of failure to file by a candidate or a candidate's committee, the civil penalty shall be assessed against the candidate

Section 5 outlines statements of organization of political committees:

Each political committee shall organize by filing with the director or, if organized for the purpose of a city or town election only, with the city or town clerk, a statement of organization.

The statement of organization shall include: (1) the full name of the political committee, which, if organized on behalf of a candidate, shall include the name of the candidate in said name; (2) the address of the political committee; (3) a statement of the purpose for which the political committee is organized (4) the name and residential address of the chairman and the treasurer; (5) the name, residential address, and position of other principal officers, including officers and members of the finance committee, if any, and; (6) the name and address, if known, and party affiliation of each candidate the political committee is supporting; provided, however, that if a candidate is nominated without reference to a political party, the name of his political party shall not be required

Any change in information previously submitted in a statement of organization shall be reported to the director, or if organized for the purpose of a city or town election only, to the city or town clerk, within ten days following the change.

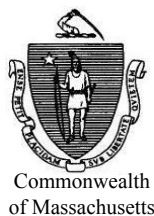
Each political committee shall have a treasurer who shall qualify for his office by filing a written acceptance thereof with the director, or if organized for the purpose of a city or town election only, with the city or town clerk. Said treasurer shall remain subject to all the duties and liabilities imposed by this chapter until his written resignation of the office is received or his successor's written acceptance is filed as aforesaid. No person acting under the authority of, or on behalf of, any political committee shall receive any money or anything of value, or expend or disburse the same, or incur expenses while it has no treasurer qualified as aforesaid

Each treasurer of a political committee shall keep and preserve detailed accounts, vouchers and receipts as prescribed for a candidate by the provisions of section two. Each treasurer of a political committee shall keep said records for a period of six years following the date of the relevant election

No expenditure shall be made for, or on behalf of, a political committee without the authorization of the chairman or treasurer, or their designated agents

All funds of a political committee shall be kept separate from any personal funds of officers, members or associates of such committee

IMPORTANT: M.G.L. c. 55, s. 5 requires that any changes in the information provided on this form shall be filed within ten (10) days of said change. Further information can be obtained from OCPF by phone at (617) 979-8300, via e-mail at ocpf@cpf.state.ma.us or on the web at <http://www.mass.gov/ocpf>.



Form CPF M101 BQ: STATEMENT OF ORGANIZATION BALLOT QUESTION COMMITTEE MUNICIPAL FORM

Office of Campaign and Political Finance

File with: City / Town Clerk or Election Commission

NOTICE IS HEREBY GIVEN in accordance with the provisions of General Laws, Chapter 55, of the organization of a ballot question committee as follows:

1. Name (See note 1):			
2. Committee mailing address:			
City/State/Zip:			
E-mail Address:		Phone #:	
3. Purpose / specific issues and interests (See note 2):			
4. Topic of question & question no., if known:			
5. This committee is formed to (check one):	<input type="checkbox"/> support or <input type="checkbox"/> oppose the question.		

6. OFFICERS:	
Chairman:	Treasurer*:
Residential Address:	Residential Address:
City / State / Zip:	City / State / Zip:
Phone #:	Phone #: E-mail:
*A public employee may not serve as treasurer of any political committee (see reverse).	
Other Officer/Title:	Other Officer/Title:
Residential Address:	Residential Address:
City / State / Zip:	City / State / Zip:
Phone #:	Phone #:
(Complete and attach a Form CPF M A 101, if necessary, with other officers and finance committee, if any.)	

The chairman and treasurer of a political committee should be aware that provisions of M.G.L. c. 55 specify that each treasurer of a political committee shall keep and preserve detailed accounts, vouchers and receipts for a period of six years from the date of the relevant election. Chapter 55 also specifies that no expenditures shall be made for, or on behalf of, a political committee without the authorization of the chairman or treasurer, or their designated agents; and, that all funds of a political committee shall be kept separate from any personal funds of any officers, members or associates of such committee.

I hereby accept the office of Chairman of the above-named committee.
SIGNED UNDER THE PENALTIES OF PERJURY:

Chairman's signature _____ Date: _____

I hereby accept the office of Treasurer of the above-named committee. I affirm that I am not a public employee as defined by M.G.L. c. 55, s. 13. I understand that: 1) I am subject to certain duties and liabilities under M.G.L. c. 55, including the timely filing of campaign finance reports and keeping detailed accounts and records of all campaign finance activity for a period of six years from the date of the relevant election; and 2) if after my acceptance of this office I become an appointed public employee, I must resign this position and notify OCPF of my resignation.
SIGNED UNDER THE PENALTIES OF PERJURY:

Treasurer's signature _____ Date: _____

NOTES FOR COMPLETING THIS FORM

NOTE 1. M.G.L. c. 55, s. 5 and 5B require that the full name of a political committee:

- (i) include the full words represented by any abbreviations, initials or acronyms in the name;
- (ii) clearly identify the economic or other special interest, if identifiable, of a majority of its contributors or organizers;
- (iii) if a majority of its contributors or organizers share a common employer that identifies the employer; and
- (iv) if the committee is organized, financed, controlled or maintained by an individual, the name or phrase identifies said individual.

NOTE 2. M.G.L. c. 55, s. 5 and 5B require that the statement of purpose for which a political committee is organized include a list of specific issues in which the committee takes an interest, and a list of specific interests, including but not limited to business, charitable, educational, or other interests represented by the committee, or by a significant proportion of its officers, members or donors.

DEFINITION OF A PUBLIC EMPLOYEE

M.G.L. Chapter 55, Section 13 states that a person who is employed for compensation by the Commonwealth or any county, city or town (other than an elected official) may not directly or indirectly solicit or receive political contributions. Such persons may not serve as treasurers of any political committee. If you are unsure of your status, please contact OCPF for further guidance.

SELECTED EXTRACTS FROM M.G.L C. 55

Section 1 defines a ballot question committee:

"a political committee which receives or expends money or other things of value for the purpose of favoring or opposing the adoption or rejection of a specific question or questions submitted to the voters, including, without limitation, a charter change, an initiative or referendum question or a constitutional amendment."

Section 3 requires the director to:

"assess a civil penalty for any [late filed] report ... of twenty-five dollars (\$25) per day ... [up to \$5,000 per report] ... the civil penalty shall be assessed against the treasurer of the [ballot question] committee

Section 5 outlines statements of organization of political committees:

Each political committee shall organize by filing with the director or, if organized for the purpose of a city or town election only, with the city or town clerk, a statement of organization.

The statement of organization shall include: (1) the full name of the political committee ... which, if not organized on behalf of a candidate, shall include the full words represented by any abbreviations, initials or acronyms in said name; ... (2) the address of the political committee; (3) a statement of the purpose for which the political committee is organized which shall include, ..., a list of specific issues in which the committee takes an interest, and a list of specific interests, including but not limited to business, charitable, educational, or other interests represented by the committee, or by a significant proportion of its officers, members or donors; (4) the name and residential address of the chairman and the treasurer; (5) the name, residential address, and position of other principal officers, including officers and members of the finance committee, if any

Any change in information previously submitted in a statement of organization shall be reported to the director, or if organized for the purpose of a city or town election only, to the city or town clerk, within ten days following the change.

Each political committee shall have a treasurer who shall qualify for his office by filing a written acceptance thereof with the director, or if organized for the purpose of a city or town election only, with the city or town clerk. Said treasurer shall remain subject to all the duties and liabilities imposed by this chapter until his written resignation of the office is received or his successor's written acceptance is filed as aforesaid. No person acting under the authority of, or on behalf of, any political committee shall receive any money or anything of value, or expend or disburse the same, or incur expenses while it has no treasurer qualified as aforesaid

Each treasurer of a political committee shall keep and preserve detailed accounts, vouchers and receipts as prescribed for a candidate by the provisions of section two. Each treasurer of a political committee shall keep said records for a period of six years following the date of the relevant election

No expenditure shall be made for, or on behalf of, a political committee without the authorization of the chairman or treasurer, or their designated agents

All funds of a political committee shall be kept separate from any personal funds of officers, members or associates of such committee.

Section 5B. (a) Every political committee, other than a political party committee or a candidate's committee, shall name and identify itself in its organizational statement pursuant to section five by using a name or phrase that:

- (i) clearly identifies the economic or other special interest, if identifiable, of a majority of its contributors; and
- (ii) if a majority of its contributors share a common employer, that identifies the employer.

(b) If the economic or other special interest or common employer are not identifiable under subsection (a), every such political committee shall name and identify itself in its organizational statement using a name or phrase:

- (i) that clearly identifies the economic or other special interest, if identifiable, of a majority of its organizers; and
- (ii) if a majority of its organizers share a common employer, that identifies the employer; and
- (iii) if the committee is organized, financed, controlled or maintained by an individual, that identifies said individual.

(c) No political committee shall use any name other than the name included in its organizational statement.



Commonwealth
of Massachusetts

Form CPF M101 PC: STATEMENT OF ORGANIZATION POLITICAL ACTION COMMITTEE MUNICIPAL FORM

Office of Campaign and Political Finance

File with: City / Town Clerk or Election Commission

NOTICE IS HEREBY GIVEN in accordance with the provisions of General Laws, Chapter 55, as amended, of the organization of a political action committee as follows:

1. Name (See note 1): _____

2. Committee Mailing Address: _____

City / State / Zip: _____

E-mail Address: _____

Phone #: _____

3. Purpose (See note 2):

3a. Specific issues and interests:

4. OFFICERS (See note 3):

Chairman: _____ Residential Address: _____ City / State / Zip: _____ Phone #: _____	Treasurer*: _____ Residential Address: _____ City / State / Zip: _____ Phone #: _____ E-mail: _____ <small>* A public employee may not serve as treasurer of any political committee (see reverse).</small>
Other Officer/Title: _____ Residential Address: _____ City / State / Zip: _____ Phone #: _____	Other Officer/Title: _____ Residential Address: _____ City / State / Zip: _____ Phone #: _____

(Complete and attach a Form CPF M A 101, if necessary, with other officers and finance committee, if any.)

The chairman and treasurer of a political committee should be familiar with all provisions of M.G.L. c. 55, which specifies that each treasurer of a political committee shall keep and preserve detailed accounts, vouchers and receipts for a period of six years from the date of the relevant election; no expenditures shall be made for, or on behalf of, a political committee without the authorization of the chairman or treasurer, or their designated agents; and, that all funds of a political committee shall be kept separate from any personal funds of any officers, members or associates of such committee.

I hereby accept the office of Chairman of the above-named committee. I am aware that a candidate or elected official may not serve as chairman of a political action committee except as authorized by M.G.L. c. 55, s. 5A.

SIGNED UNDER THE PENALTIES OF PERJURY:

Chairman's signature

Date: _____

I hereby accept the office of Treasurer of the above-named committee. I affirm that I am not a public employee as defined by M.G.L. c. 55, s. 13. I understand that: 1) I am subject to certain duties and liabilities under M.G.L. c. 55, including the timely filing of campaign finance reports and keeping detailed accounts and records of all campaign finance activity for a period of six years from the date of the relevant election; 2) if after my acceptance of this office I become an appointed public employee, I must resign this position and notify OCPF of my resignation; and 3) a candidate or elected official may not serve as treasurer of a political action committee except as authorized by M.G.L. c. 55, s. 5A.

SIGNED UNDER THE PENALTIES OF PERJURY:

Treasurer's signature

Date: _____

NOTES FOR COMPLETING THIS FORM

NOTE 1. M.G.L. c. 55, s. 5 requires that the full name of a political committee:

- (i) include the full words represented by any abbreviations, initials or acronyms in the name;
- (ii) clearly identify the economic or other special interest, if identifiable, of a majority of its contributors or organizers;
- (iii) if a majority of its contributors or organizers share a common employer that identifies the employer;
- (iv) if the committee is organized, financed, controlled or maintained by an individual, the name or phrase identifies said individual; and,
- (v) the words "Political Action Committee" be included in the name.

NOTE 2. M.G.L. c. 55, s. 5 requires that the statement of purpose for which a political committee is organized include a list of specific issues in which the committee takes an interest, and a list of specific interests, including but not limited to business, charitable, educational, or other interests represented by the committee, or by a significant proportion of its officers, members or donors.

NOTE 3. M.G.L. c. 55, s. 5A states, in general, that no candidate or individual holding elective public office shall establish, finance, maintain, control or serve as a principal officer of a political action committee. In addition, public employees may not serve as treasurers of political committees.

DEFINITION OF A PUBLIC EMPLOYEE

M.G.L. Chapter 55, Section 13 states that a person who is employed for compensation by the Commonwealth or any county, city or town (other than an elected official) may not directly or indirectly solicit or receive political contributions. Such persons may not serve as treasurers of any political committee. If you are unsure of your status, please contact OCPF for further guidance.

SELECTED EXTRACTS FROM M.G.L.C. 55

Section 1 defines political action committee: "Political Action Committee", a political committee which is not a candidate's committee, a political party committee nor a ballot question committee; provided, however, that a political committee which does not receive contributions from any individual that exceed one hundred dollars in any calendar year, which has been in existence for six months or more and which contributes to five or more candidates shall not be a political action committee; ...

Section 3 requires the director to: "assess a civil penalty for any [late filed] report ... of twenty-five dollars (\$25) per day [up to \$5,000 per report]....

Section 5 outlines statements of organization of political committees: Each political committee shall organize by filing with the director or, if organized for the purpose of a city or town election only, with the city or town clerk, a statement of organization.

The statement of organization shall include: (1) the full name of the political committee ... which, if not organized on behalf of a candidate, shall include the full words represented by any abbreviations, initials or acronyms in said name; ... (2) the address of the political committee; (3) a statement of the purpose for which the political committee is organized which shall include, ..., a list of specific issues in which the committee takes an interest, and a list of specific interests, including but not limited to business, charitable, educational, or other interests represented by the committee, or by a significant proportion of its officers, members or donors; (4) the name and residential address of the chairman and the treasurer; (5) the name, residential address, and position of other principal officers, including officers and members of the finance committee, if any, and; (6) the name and address, if known, and party affiliation of each candidate the political committee is supporting; provided, however, that if a candidate is nominated without reference to a political party, the name of his political party shall not be required

Any change in information previously submitted in a statement of organization shall be reported to the director, or if organized for the purpose of a city or town election only, to the city or town clerk, within ten days following the change.

Each political committee shall have a treasurer who shall qualify for his office by filing a written acceptance thereof with the director, or if organized for the purpose of a city or town election only, with the city or town clerk. Said treasurer shall remain subject to all the duties and liabilities imposed by this chapter until his written resignation of the office is received or his successor's written acceptance is filed as aforesaid. No person acting under the authority of, or on behalf of, any political committee shall receive any money or anything of value, or expend or disburse the same, or incur expenses while it has no treasurer qualified as aforesaid, or while the name and address of any of its officers or members, as originally or subsequently chosen, is not filed in accordance with the provisions of this section or chapter 52, as the case may be.

Each treasurer of a political committee shall keep and preserve detailed accounts, vouchers and receipts as prescribed for a candidate by the provisions of section two. Each treasurer of a political committee shall keep said records for a period of six years following the date of the relevant election

No expenditure shall be made for, or on behalf of, a political committee without the authorization of the chairman or treasurer, or their designated agents

All funds of a political committee shall be kept separate from any personal funds of officers, members or associates of such committee.

Section 5A. No candidate or individual holding elective office shall establish, finance, maintain, control or serve as a principal officer of a political action committee; provided, however, that each of the following may authorize one such political committee to which this section shall not apply: a majority of the members of each political party who are members of the house of representatives, and a majority of the members of each political party who are members of the senate.

Section 5B. (a) Every political committee, other than a political party committee or a candidate's committee, shall name and identify itself in its organizational statement pursuant to section five by using a name or phrase that:

- (i) clearly identifies the economic or other special interest, if identifiable, of a majority of its contributors; and
- (ii) if a majority of its contributors share a common employer, that identifies the employer.

(b) If the economic or other special interest or common employer are not identifiable under subsection (a), every such political committee shall name and identify itself in its organizational statement using a name or phrase:

- (i) that clearly identifies the economic or other special interest, if identifiable, of a majority of its organizers; and
- (ii) if a majority of its organizers share a common employer, that identifies the employer; and
- (iii) if the committee is organized, financed, controlled or maintained by an individual, that identifies said individual.

(c) No political committee shall use any name other than the name included in its organizational statement.

IMPORTANT: Groups wishing to form an "Independent Expenditure PAC" must register using the CPF 101 IEPC form. If a PAC wishes to become a "people's committee," it must first register as a political action committee. After six months of compliance with all of the provisions of a "people's committee", a PAC may apply to change its status to a "people's committee." Committees wishing to apply for a change in status should contact the City or Town Clerk or Election Commission or contact OCPF at (617) 979-8300 to obtain the necessary forms and information.



Commonwealth
of Massachusetts

Form CPF M 101 SFA: STATEMENT OF ORGANIZATION CANDIDATE'S SEGREGATED FUND ACCOUNT

Office of Campaign and Political Finance

File with: City or Town Clerk
or Local election official

NOTICE IS HEREBY GIVEN in accordance with the provisions of General Laws, Chapter 55, as amended, of the organization of a candidate's segregated fund account as follows:

1. Type of Fund (check one): ☐ Inaugural ☐ Recount ☐ Legal Defense

2. Segregated Fund Account Information:

Name of Fund: _____

Contact Person: _____

Mailing Address: _____

City / State / Zip: _____

Phone Number: _____ E-mail Address: _____

3. Financial Institution where the account is located:

Bank Name: _____

Address: _____

City / State / Zip: _____

4. Candidate on whose behalf the fund was created:

Candidate's Name: _____

Mailing Address: _____

City / State / Zip: _____

Phone Number: _____ E-mail Address: _____

5. Authorized Signature:

Date: _____

Authorized By (Candidate or Committee Treasurer): _____



Commonwealth
of Massachusetts

Form CPF M 102: Campaign Finance Report Municipal Form

Office of Campaign and Political Finance

File with: City or Town Clerk or Election Commission

Fill in Reporting Period dates: Beginning Date: _____ Ending Date: _____

Type of Report: (Check one)

☐ 8th day preceding preliminary ☐ 8th day preceding election ☐ 30 day after election ☐ year-end report ☐ dissolution

Candidate Full Name (if applicable)
Office Sought and District
Residential Address
E-mail: _____
Phone # (optional): _____

Committee Name
Name of Committee Treasurer
Committee Mailing Address
E-mail: _____
Phone # (optional): _____

SUMMARY BALANCE INFORMATION:

Line 1: Ending Balance from previous report

Line 2: Total receipts this period (page 3, line 11)

Line 3: Subtotal (line 1 plus line 2)

Line 4: Total expenditures this period (page 5, line 14)

Line 5: Ending Balance (line 3 minus line 4)

Line 6: Total in-kind contributions this period (page 6)

Line 7: Total (all) outstanding liabilities (page 7)

Line 8: Name of bank(s) used:

Affidavit of Committee Treasurer:

I certify that I have examined this report including attached schedules and it is, to the best of my knowledge and belief, a true and complete statement of all campaign finance activity, including all contributions, loans, receipts, expenditures, disbursements, in-kind contributions and liabilities for this reporting period and represents the campaign finance activity of all persons acting under the authority or on behalf of this committee in accordance with the requirements of M.G.L. c. 55.

Signed under the penalties of perjury: _____ (Treasurer's signature)

Date: _____

FOR CANDIDATE FILINGS ONLY: Affidavit of Candidate: (check 1 box only)

Candidate with Committee and no activity independent of the committee

☐ I certify that I have examined this report including attached schedules and it is, to the best of my knowledge and belief, a true and complete statement of all campaign finance activity, of all persons acting under the authority or on behalf of this committee in accordance with the requirements of M.G.L. c. 55. I have not received any contributions, incurred any liabilities nor made any expenditures on my behalf during this reporting period.

Candidate without Committee OR Candidate with independent activity filing separate report

☐ I certify that I have examined this report including attached schedules and it is, to the best of my knowledge and belief, a true and complete statement of all campaign finance activity, including contributions, loans, receipts, expenditures, disbursements, in-kind contributions and liabilities for this reporting period and represents the campaign finance activity of all persons acting under the authority or on behalf of this committee in accordance with the requirements of M.G.L. c. 55.

Signed under the penalties of perjury: _____ (Candidate's signature)

Date: _____

SCHEDULE A: RECEIPTS

M.G.L. c. 55 requires that the name and residential address be reported, in alphabetical order, for all receipts over \$50 in a calendar year. Committees must keep detailed accounts and records of all receipts, but need only itemize those receipts over \$50. In addition, the occupation and employer must be reported for all persons who contribute \$200 or more in a calendar year.

(A "Schedule A: Receipts" attachment is available to complete, print and attach to this report, if additional pages are required to report all receipts. Please include your committee name and a page number on each page.)

[illegible]

Line 9: Total Receipts over \$50 (or listed above)

Line 10: Total Receipts \$50 and under* (not listed above)

Line 11: TOTAL RECEIPTS IN THE PERIOD

← Enter on page 1, line 2

* If you have itemized receipts of \$50 and under, include them in line 9. Line 10 should include only those receipts not itemized above.

SCHEDULE A: RECEIPTS (continued)

Date Received	Name and Residential Address (alphabetical listing required)	Amount	Occupation & Employer (for contributions of \$200 or more)
Line 9: Total Receipts over \$50 (or listed above)			
Line 10: Total Receipts \$50 and under* (not listed above)			
Line 11: TOTAL RECEIPTS IN THE PERIOD			

← Enter on page 1, line 2

* If you have itemized receipts of \$50 and under, include them in line 9. Line 10 should include only those receipts not itemized above.

SCHEDULE B: EXPENDITURES

M.G.L. c. 55 requires committees to list, in alphabetical order, all expenditures over \$50 in a reporting period. Committees must keep detailed accounts and records of all expenditures, but need only itemize those over \$50. Expenditures \$50 and under may be added together, from committee records, and reported on line 13.

(A "Schedule B: Expenditures" attachment is available to complete, print and attach to this report, if additional pages are required to report all expenditures. Please include your committee name and a page number on each page.)

Date Paid	To Whom Paid (alphabetical listing)	Address	Purpose of Expenditure	Amount
Enter on page 1, line 4 →		Line 12: Total Expenditures over \$50 (or listed above)		
		Line 13: Total Expenditures \$50 and under* (not listed above)		
		Line 14: TOTAL EXPENDITURES IN THE PERIOD		

* If you have itemized expenditures of \$50 and under, include them in line 12. Line 13 should include only those expenditures not itemized above.

SCHEDULE B: EXPENDITURES (continued)[illegible]

* If you have itemized expenditures of \$50 and under, include them in line 12. Line 13 should include only those expenditures not itemized above.

SCHEDULE C: "IN-KIND" CONTRIBUTIONS

Please itemize contributors who have made in-kind contributions of more than \$50. In-kind contributions \$50 and under may be added together from the committee's records and included in line 16 on page 1.

Date Received	From Whom Received*	Residential Address	Description of Contribution	Value
			Line 15: In-Kind Contributions over \$50 (or listed above)	
			Line 16: In-Kind Contributions \$50 & under (not listed above)	
Enter on page 1, line 6 →			Line 17: TOTAL IN-KIND CONTRIBUTIONS	

* If an in-kind contribution is received from a person who contributes more than \$50 in a calendar year, you must report the name and address of the contributor; in addition, if the contribution is \$200 or more, you must also report the contributor's occupation and employer.

SCHEDULE D: LIABILITIES

M.G.L. c. 55 requires committees to report ALL liabilities which have been reported previously and are still outstanding, as well as those liabilities incurred during this reporting period.

Date Incurred	To Whom Due	Address	Purpose	Amount
Enter on page 1, line 7 →		Line 18: TOTAL OUTSTANDING LIABILITIES (ALL)		

INSTRUCTIONS FOR COMPLETING CAMPAIGN FINANCE REPORTS FOR USE WITH FORM CPF M 102

PAGE ONE:

(1) REPORT DATES

A campaign finance report must indicate the beginning date and ending date of the report period. Dates must be completed for the report to be accepted. Also, check off reason for filing report (i.e.. 8th day preceding election).

(2) CANDIDATE/COMMITTEE INFORMATION

Fill in the appropriate information in the candidate and/or the committee boxes.

(3) SUMMARY ACTIVITY (Lines 1-7)

- (a) Lines 1-5 of your campaign finance report are on a cash basis reporting system.
- (b) Lines 1-7 must be completed for a report to be accepted. They reflect ending balance from previous report, (line 1) total receipts for the reporting period, (line 2) and total expenditures for the reporting period (line 4) for the period as well as total money available as of the last day of the reporting period (line 5).
- (c) ENDING BALANCE, line 5, should be:
 - line 1 (beginning balance)
 - line 2 (total receipts this report)
 - line 3 (line 1 + line 2)
 - line 4 (total expenditures this report)
 - line 5 (line 3 - line 4) cash available
- (c) Line 5 can NOT be a negative figure since this is a cash reporting system (unless the campaign has an overdrawn checking account).
- (d) The candidate and/or treasurer should reconcile the most recent bank statement with the campaign finance report to ensure the accuracy of the reported balances.
- (e) Total in-kind contributions (line 6) are carried forward from Schedule C.
- (f) Total liabilities (line 7) are carried forward from Schedule D.
- (g) Total liabilities (line 7) must be cumulative, and reflect all debts of the committee outstanding as of the last day of the reporting period, not just debts incurred during the current period.

(4) SIGNATURES

- (a) Reports will not be accepted unless they contain original signatures of the treasurer (if a committee report) and the candidate in ink.
- (b) A candidate should always sign the box on the bottom of the form and check off the affidavit which is applicable to his/her situation. If the candidate has a committee and no expenditures were made independent of the committee by the candidate he/she should check off the top affidavit. If the candidate has made expenditures independent of the committee, the candidate must file a separate report disclosing the independent activity and check off the bottom affidavit on the report of the candidate's independent campaign activity.
- (c) For committee reports the treasurer must sign the affidavit for the committee treasurer in the box just above the box for the candidate.
- (d) If the candidate does not have a committee, he/she files a candidates report, checks off the bottom affidavit, and signs the report.

PAGE TWO:

SCHEDULE A (RECEIPTS)

- (1) The report must itemize, alphabetically, the names and residential addresses of any receipt in excess of \$50 for the reporting period. These are totaled on line 9. Receipts of \$50 or less should be totaled from the committee's records, and disclosed in the aggregate on line 10. Lines 9 and 10 should be added, and the total shown on line 11. Total receipts (line 11) should be carried forward to page one, line 2.
- (2) If an individual's contribution is \$ 200 or more (or his contributions total \$ 200 or more in a calendar year), you must also report the contributor's employer and occupation. If you have sent the required letter requesting missing emp./occ. information and have not received a response at the time of filing indicate "letter sent" and the date of the letter.
- (3) A loan should be reported as a receipt under the name of the individual who is making the loan; you should indicate that it is a loan by writing "loan" in the space next to the amount.
- (4) Contributions from the candidate, including loans, must be reported as receipts.
- (5) Political Action Committee (PAC) contributions must be reported under the name of the PAC

(including CPF ID#) and not the name of the individual who signed or presented the check. PACs must be registered under M.G.L. c. 55 to contribute to Massachusetts candidates. (Registered PACs and their CPF ID numbers are available from OCPF.)

(6) Contributions from trusts, foundations, associations or other organizations must be disclosed under the organization's name along with the names and addresses of its principal officers.

(7) Contributions must be reported as of the date received, not the date they were deposited.

(8) Individual contributions made through non-incorporated businesses should be reported as an individual "doing business as," i.e. John Smith D/B/A Smith's Market. Committees should verify, prior to accepting such contributions, that such business is not incorporated.

(9) Schedule A must reflect all receipts of money during the reporting period including refunds from vendors or others and interest earnings.

PAGE THREE:

SCHEDULE B (EXPENDITURES)

(1) The report must itemize, alphabetically, all expenditures of more than \$50 for the reporting period. These are totaled on line 12. Expenditures of \$50 or less should be totaled from the committee's records, and disclosed in the aggregate line 13. Lines 12 and 13 should be aggregated, and the total shown on line 14. Total expenditures (line 14) should be carried forward to page one, line 4.

(2) For individuals who are reimbursed more than \$50 for expenditures made on behalf of the committee, an itemization of reimbursements, form R 1, must be completed to disclose the name, address, purpose and amount for each expenditure made on the committee's behalf.

(3) The stated purpose of each expenditure listed should convey detailed information about the political purpose of the expenditure.

(4) Schedule B must reflect all payments made by the committee including bank service charges and contributions to other committees, even if returned.

(5) If the committee holds a credit card, it must file form CPF M9 and copies of the credit card statements disclosing committee credit card activity. (NB. The credit card number is not required) If reimbursing an individual for charges made on a personal credit card, make payment to the individual and file form R 1 itemizing the reimbursement.

PAGE FOUR:

SCHEDULE C (IN-KIND CONTRIBUTIONS)

(1) The committee must report contributors who have contributed things of value (in-kind contributions) that exceed \$50 by indicating their name, address and a description of what was contributed. In-kind contributions of \$50 or less are aggregated on line 20. If the contribution is \$200 or more, the occupation and employer of the contributor is also required.

(2) Things of value that are NOT included as in-kind contributions are personal services, ordinary hospitality and incidental expenses in rendering a personal service.

SCHEDULE D (LIABILITIES)

(1) Schedule D is a cumulative schedule of ALL debts as of the last day of the reporting period. It includes:

- (a) Any unpaid bills that the committee has on hand.
- (b) All obligations for goods or services that have been provided to the committee that remain unpaid at the time of the report.
- (c) All outstanding loans from a candidate or others.

(2) Debts should be carried from one report to the next unless such debt has been paid or forgiven during the reporting period. If debt is forgiven, it should be listed as an in-kind contribution on Schedule C and a copy of the letter of forgiveness should be filed with the report.

FORMAT FOR COMPUTER GENERATED REPORTS

All computer generated report formats must be approved by the local election official prior to submission (other than OCPF's reporting software).

If you have any questions, or require further information, please call your election commission, city or town clerk, or the Office of Campaign and Political Finance.

9/99

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SCHEDULE A: RECEIPTS (continued)[illegible]

Line 9: Total Receipts over \$50 (or listed above)

Line 10: Total Receipts \$50 and under* (not listed above)

Line 11: TOTAL RECEIPTS IN THE PERIOD

← Enter on page 1, line 2

* If you have itemized receipts of \$50 and under, include them in line 9. Line 10 should include only those receipts not itemized above.

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SCHEDULE B: EXPENDITURES

M.G.L. c. 55 requires committees to list, in alphabetical order, all expenditures over \$50 in a reporting period. Committees must keep detailed accounts and records of all expenditures, but need only itemize those over \$50. Expenditures \$50 and under may be added together, from committee records, and reported on line 13.

[illegible]

* If you have itemized expenditures of \$50 and under, include them in line 12. Line 13 should include only those expenditures not itemized above.

Page:

* If you have itemized expenditures of \$50 and under, include them in line 12. Line 13 should include only those expenditures not itemized above.



Commonwealth
of Massachusetts

Form CPF M T101: CHANGE OF TREASURER; ACCEPTANCE OF OFFICE BY TREASURER MUNICIPAL FORM

Office of Campaign and Political Finance

File with: City / Town Clerk or Election Commission

1. Committee Name: _____
2. New Treasurer*: _____
* A public employee may not serve as treasurer of any political committee (see below).
- 2a. Treasurer's Address: _____
City / State / Zip: _____ Phone #: _____ E-mail: _____
3. Committee Mailing Address: _____
City / State / Zip: _____ Phone #: _____

I hereby accept the office of Treasurer of the above-named committee. I affirm that I am not a public employee as defined by M.G.L. c. 55, s. 13. I understand that: 1) I am subject to certain duties and liabilities under M.G.L. c. 55, including the timely filing of campaign finance reports and keeping detailed accounts and records of all campaign finance activity for a period of six years from the date of the relevant election; 2) if after my acceptance of this office I become an appointed public employee, I must resign this position and notify OCPF of my resignation; and 3) a candidate or elected official may not serve as treasurer of a political action committee except as authorized by M.G.L. c. 55, s. 5A nor for the political committee organized on his/her behalf.

SIGNED UNDER THE PENALTIES OF PERJURY:

Treasurer's signature Date: _____

FOR CANDIDATE COMMITTEES ONLY

I hereby consent to the appointment of the new treasurer of this committee.

SIGNED UNDER THE PENALTIES OF PERJURY:

Candidate's signature Date: _____

DEFINITION OF A PUBLIC EMPLOYEE

M.G.L. Chapter 55, Section 13 states that a person who is employed for compensation by the Commonwealth or any county, city or town (other than an elected official) may not directly or indirectly solicit or receive political contributions. Such persons may not serve as treasurers of any political committee. If you are unsure of your status, please contact OCPF for further guidance.

SELECTED EXTRACTS FROM M.G.L.C. 55

Section 3 requires the director to:

"assess a civil penalty for any [late filed] report ... of twenty-five dollars (\$25) per day [up to \$5,000 per report]. In the case of failure to file by a candidate or a candidate's committee, the civil penalty shall be assessed against the candidate; and in all other instances, the civil penalty shall be assessed against the treasurer of a political committee

Section 5 outlines statements of organization of political committees:

... Any change in information previously submitted in a statement of organization shall be reported to the director, or if organized for the purpose of a city or town election only, to the city or town clerk, within ten days following the change.

Each political committee shall have a treasurer who shall qualify for his office by filing a written acceptance thereof with the director, or if organized for the purpose of a city or town election only, with the city or town clerk. Said treasurer shall remain subject to all the duties and liabilities imposed by this chapter until his written resignation of the office is received or his successor's written acceptance is filed as aforesaid. No person acting under the authority of, or on behalf of, any political committee shall receive any money or anything of value, or expend or disburse the same, or incur expenses while it has no treasurer qualified as aforesaid, or while the name and address of any of its officers or members, as originally or subsequently chosen, is not filed in accordance with the provisions of this section or chapter 52, as the case may be.

Each treasurer of a political committee shall keep and preserve detailed accounts, vouchers and receipts as prescribed for a candidate by the provisions of section two. Each treasurer of a political committee shall keep said records for a period of six years following the date of the relevant election

No expenditure shall be made for, or on behalf of, a political committee without the authorization of the chairman or treasurer, or their designated agents



Commonwealth
of Massachusetts

File with: Director
Office of Campaign and Political Finance
One Ashburton Place, Room 411, Boston, MA 02108

CPF ID #: _____
(For Office Use Only)

Form CPF D103: Appointment of Depository Bank

Office of Campaign and Political Finance

(617) 979-8300 / (800) 462-OCPF
ocpf@cpf.state.ma.us
http://www.mass.gov/ocpf

CHECK ONE: CANDIDATES: ☐ Candidate with Political Committee **OR** ☐ Candidate without Political Committee
COMMITTEES: ☐ Political Action Committee ☐ People's Committee ☐ State Political Party Committee

Committee Name: _____
Mailing Address: _____ City / State / Zip: _____

Treasurer's Name: _____
E-Mail: _____ Phone #: _____
Mailing Address: _____ City / State / Zip: _____

Candidate's Name: _____
E-Mail: _____ Phone #: _____
Mailing Address: _____ City / State / Zip: _____
Office Sought/District: _____

DESIGNATED FINANCIAL INSTITUTION: _____

I certify that the above named financial institution has been designated by me as the depository for campaign funds, and I authorize said financial institution to submit to the Director, Office of Campaign and Political Finance, the reports required by M.G.L. Chapter 55.
SIGNED UNDER THE PENALTIES OF PERJURY:

Signature of Candidate _____ Date: _____ Signature of Treasurer _____ Date: _____

ACKNOWLEDGMENT BY FINANCIAL INSTITUTION

The undersigned financial institution is authorized to transact business and has its main office, or a branch office, in Massachusetts. The financial institution hereby acknowledges that it has been designated as the depository for campaign funds of the above named candidate and/or committee and agrees to file campaign finance reports with OCPF as prescribed by M.G.L. c. 55 until such time as OCPF notifies the financial institution that the account may be closed.

AUTHORIZED BY:

Authorized employee's signature _____ Date: _____ Please print name: _____ Title: _____ Phone #: _____	DATE ACCOUNT OPENED: _____ Financial Institution: _____ Mailing Address: _____ City / State / Zip: _____
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STATEMENT OF TREASURER / CANDIDATE

I affirm that, except as otherwise provided in M.G.L. c. 55, ss. 9 and 19(c), all payments for campaign purposes in excess of \$100, made by or for the benefit of the committee, or candidate, shall be made only from funds on deposit in the above-named depository.
SIGNED UNDER THE PENALTIES OF PERJURY:

Signature of Candidate _____ Date: _____ Signature of Treasurer _____ Date: _____

INSTRUCTIONS FOR COMPLETING FORM CPF D103

1. WHO MUST FILE:

Newly organized political action committees or state political party committees are required to designate, on Form CPF D103, Appointment of Depository Bank (this form), an authorized financial institution as a depository for the committee's campaign funds on the day the committee is organized. Independent Expenditure PACs file reports as required by M.G.L. c. 55, s. 18A(e) and do not have to file a Form CPF D103 or designate a depository bank. (See M.G.L. c. 55, ss. 1 and 18A(e) and 970 CMR 2.17(3) for the definitions of these committees.)

A candidate for nomination or election to one of the offices listed below (and his or her candidate's committee, if one is organized) must file either a Form CPF D103 (this form) or a Form CPF D104, Statement of Candidate Not Raising or Expending Campaign Funds, with OCPF. The designation of the depository bank, or the certification that no financial activity will occur, must be made on the day the individual becomes a candidate for one of the offices specified below. (See M.G.L. c. 55, s. 1 for the definition of "candidate.")

1. Statewide Office: Governor, Lieutenant Governor, Attorney General, State Secretary, State Treasurer and State Auditor;
 2. The Governor's Council;
 3. County Office: Clerk of Courts, County Commissioner, County Treasurer, District Attorney, Register of Deeds, Register of Probate, Sheriff, Suffolk Co. Superior Court-Civil, Suffolk Co. Superior Court-Criminal, and Supreme Judicial Clerk of Courts (Suffolk Co.); and
 4. The offices of mayor, city council and alderman in cities with a population over 75,000 (Boston, Brockton, Cambridge, Fall River, Lawrence, Lowell, Lynn, New Bedford, Newton, Quincy, Somerville, Springfield and Worcester).
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2. WHEN TO FILE:

This form must be filed with OCPF before funds are raised or spent and no later than the third business day following such appointment. An initial campaign finance report, Form CPF D102, must also be filed with OCPF within three days of the candidate or committee organizing. An authorized employee of the financial institution must sign the acknowledgment of the depository bank printed on the form.

3. NOTES FOR CANDIDATES AND CANDIDATE COMMITTEES:

Form CPF D103, Appointment of Depository Bank (this form), is used by the candidates listed above to designate an authorized financial institution as a depository for the campaign funds of the candidate and/or the candidate's committee.

Form CPF D104, Statement of Candidate Not Raising or Expending Campaign Funds, is used by the candidates listed above to certify that he or she does not plan to receive contributions, make expenditures (including expenditures of his or her own funds) or incur liabilities.

A CANDIDATE WHO HAS A COMMITTEE

Complete all information requested on the D103 form. Check the box at the top of the form indicating the existence of the committee and fill in the committee information. Both the candidate and committee treasurer must sign the form.

A CANDIDATE WHO DOES NOT HAVE A COMMITTEE

In this case, the candidate should check the box at the top of the form indicating that he/she does not have a committee. The committee information may be left blank, but the rest of the form should be completed. Only the candidate and financial institution employee must sign the form.

A candidate who does not plan to receive contributions, make expenditures (including expending his or her own funds) or incur liabilities does not have to open a depository bank account and may instead complete and file a Form D104, Statement of Candidate Not Raising or Expending Campaign Funds, with OCPF.

4. NOTE FOR BANKS

The authorized employee's signature acknowledges notice of the candidate and/or committee's appointment of the bank as a depository for campaign funds. The bank should indicate the date the account was opened and will be subject to the reporting provisions of M.G.L. c. 55, s. 19 from that date. OCPF provides an online e-filing application to file the requisite reports at www.ocpf.us.

Please contact the Office of Campaign and Political Finance at (617) 979-8300 or by e-mail at ocpf@cpf.state.ma.us, or visit OCPF's website at www.ocpf.us for further information.